



**Village Board of Trustees**  
Stanley H. Kellerhouse Municipal Building  
One Van Wyck Street  
Croton-on-Hudson, NY 10520-2501  
Tel: 914-271-4781, Fax: 914-271-2836

## Accessory Apartment Application

Application for a Special Permit  
from the Village Board of Trustees

Village Code § 230-41

**General Information and Instructions:** Applicant shall submit **fourteen** folded and collated copies of the application and supporting documentation. Application must be filled out completely and signed. Applicants should review page two of the application and § 230-41 in the Village Code before submitting an application to the Board of Trustees.

**Date:** \_\_\_\_\_

(For office use only)

**Application #:** \_\_\_\_\_

☐ Village Board Special Permit Fee

**Date of Public Hearing:** \_\_\_\_\_

☐ 14 copies (application & supporting documentation)

**Date Approved:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

### Property Owner Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Home: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Total # of cars (both units): \_\_\_\_\_ Year of house construction: \_\_\_\_\_

Supporting Documentation (attach to application):

- ☐ Floor Plans for apartments drawn to scale. Identify each as owner or tenant. Show and label all parts of the house.
- ☐ Survey of property showing all structures (dwelling, additions, garage, decks, sheds, pool, etc.) and required off-street parking spaces.
- ☐ Proof of address and age showing that you, the owner, live in the dwelling (current telephone or cable bill, bank or credit card statement) and meet the age requirement (driver's license, Motor Vehicle non-driver photo-ID or passport). If owner does not meet age requirement, proof of tenant age is required.
- ☐ Area Variance if required.
- ☐ Village Board Special Permit Fee (non-refundable) as listed in the Master Fee Schedule available at the Village Finance Office.

I, the owner of the dwelling, swear under penalty of perjury that the following is true: I reside at the address shown above. I own the property as stated above. The documents, survey and plans submitted as part of the application are true and accurate for the subject premises.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

## NOTES:

1. New structures/improvements will require a building permit after you receive your Special Permit. Contact the Village Engineer's Office for more information.
2. A plumbing permit is required for replacement of a boiler, hot water heater and all plumbing in second kitchen or bathroom. Contact the Village Engineer's Office for more information.
3. Read the Village Code § 230-41 regarding accessory apartments to be sure that property meets all requirements before submitting application.
4. Applications will not be included in the agenda of a Board of Trustees meeting for review before fourteen copies of the application and the supporting information are submitted with the non-refundable fee. Check with the village office for upcoming meeting dates and the corresponding due date for agenda items (several days before the meeting).
5. The Village Board will refer the request to the Planning Board for a recommendation.
6. A public hearing will be scheduled. Public Hearing notices will be published in the designated newspapers. Adjoining property owners will be notified of the hearing date.
7. An Accessory Apartment Permit is not a guaranteed right. The permit is granted at the Board's discretion for a maximum of three years and may be renewable upon expiration.
8. An application for renewal of the permit must be submitted three months prior to the permit expiration date.
9. The owner must maintain the address as his/her primary residence.
10. The owner of the premises or the lessee of the accessory apartment must be at least 55 years of age on the date the special permit is to be effective.
11. Sufficient off-street parking must be provided.
12. Building code and fire regulations must be met.